

## **Doing Business With the State of Arizona- EPS 550**

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"Doing Business With the State of Arizona" is a one day class for individuals who want to understand the basic requirements of doing business with State of Arizona. The training is conducted by an Arizona Procurement Institute (API) trainer with experience as a public procurement professional.

Curriculum: How to register your company on SPIRIT the on-line e-procurement system, to receive automatic notices of bidding opportunities; common procurement terms; ; exploring, defining and clarifying expectations of solicitations; techniques of marketing products and services to State agencies; the Arizona Procurement Cooperative goldmine; payment issues; avoiding common vendor oversights; and public procurement ethics; methods of public procurement in Arizona; responding to formal solicitations (RFPs and IFBs); pre-award and post-award activities; protests, contract administration; and vendor performance. Training includes "hands-on" computer orientation to the SPIRIT e-procurement system. The cost for this class is \$99 per student.

Registration and Payment: Each class of the "Doing Business with the State of Arizona" course is limited to no more than 12 participants. Checks may be mailed to the State Procurement Office, 100 North 15th Avenue, Phoenix, AZ 85007, Attention: Sareth Jones. Or call in your reservation to Sareth at (602) 542-9141 or fax it to (602) 542-5508 and bring a check with you to the class.

**Group training: "Doing Business with the State of Arizona."** The same one-day curriculum is presented to a group hosted by a community organization, association, or firm. Orientation to SPIRIT is conducted as a live demonstration without hands-on computer access, unless the host is able to provide a computer classroom. Training is conducted by an Arizona Procurement Institute trainer. Typical pricing: a group of 10 to 15 is \$350 plus the cost of course materials. Other size groups by special arrangement.

**Special Topics:** Special topics in Public Procurement are available upon request. Presentations may be conducted at API facilities or at agency facilities. These presentations range from 1 to 4 hours in length. Prescriptive training is also available. For more information, contact the API Chief Learning Officer, Pamela Reay, MAEd, CPM, CPPB at (602) 542-9130 or [pamela.reay@azdoa.gov](mailto:pamela.reay@azdoa.gov).